1 FAM 270
BUREAU OF INFORMATION RESOURCE MANAGEMENT (IRM)

MAJOR CHANGES

1. The Bureau of IRM has made revisions throughout this subchapter.

2. There is a new Business Practices and Programs Group which combines the current functions of the e-Diplomacy Office with the IRM Office of Enterprise Architecture and Planning (IRM/IAP), and the IRM Office of Customer Service under a Deputy CIO/Chief Knowledge Officer;

3. There is a revised Operations Group, along existing IRM lines, under a Deputy CIO/Chief Technology Officer.

4. Revisions address IT security issues, an area of great concern to the Department, OMB and Congress, by having the IRM Office of Information Assurance report directly to the CIO and giving the CIO direct operational control over IT security certification function and supporting resources (FTE and contractor funding).

5. Revisions since the last update appear in italics. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

6. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity [see 2 FAM 1115.2].

FILING INSTRUCTIONS (Paper Copy)

1. Remove and destroy the text of the old 1 FAM subchapter 270 (issued under TL:ORG-97 dated 01-26-2001 - 60 pages) and replace it with the attached revised identically numbered subchapter 1 FAM 270 (64 pages total).

2.   After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:ORG-130, and initial.

DISTRIBUTION NOTICE

1.The *Foreign Affairs Manual and Handbooks* (unclassified) official version can be found on State Department's Intranet site.

2.   All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis [see 2 FAM 1116.5], and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. When returning excess or unused materials include your office/post symbols and inform A/RPS/MMS/PB and your message center if you need to have your distribution reduced (this generally applies only to time-sensitive paper issuances)**.** A/RPS/MMS/PRD, HST Room B934, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3.   Use KFAM and AINF TAGS on all communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(IRM/EX/PAS)